

Goddard Space Flight Center
PERMIT TO USE GEWA RECREATION CENTER



Date of Request

Organization

Your request for use of the GEWA Recreation Center is contingent on approval by your Directorate's GEWA representative. First, schedule your event date and time and make your \$75 payment at the GEWA Store in Building 1.

Facilities Requested:

Kitchen

Grill

Dining Room

Lounge

From (Date) _____ (Time) _____ AM PM Until (Time) _____ AM PM

Purpose:

Organization (Requesting):

Approximate Number of Participants:

**Merchandise Ordered Through The Recreation Center Manager Must Be Paid For
Three (3) Days Prior to the Delivery of Said Merchandise**

Requester:

Name _____ Extension _____ Code _____ Civil Servant Contractor

Responsible For Cleanup: (See IV on Back of Form)

Recreation Center Manager

Undersigned Responsible Individual

**Functions or Early Admittance of Individuals During Core Hours Require Requestor's Director of Approval
Early Admittance Requirements (Give names and times below)**

Director of _____ Approved Disapproved

The responsible individuals and organizations named on this Form are accountable to GEWA for the proper use of the Recreation Center in accordance with the terms of this permit. In addition, the undersigned responsible individual or his alternate will remain at the Recreation Center and be accountable for the conduct of the attendees until they have left the premises (this means outside the fenced area) by the closing time specified on this permit.

I have read the above statement and the guidelines on the back of this Form and agree to abide by them.

Responsible Individual:

Name _____ Signature _____ Date _____

Alternate:

Name _____ Signature _____ Date _____

GEWA Representative Approval:

Signature _____ Date _____

**Important: In the event of cancellation, please notify Ext. 6-8498 IMMEDIATELY
so the Recreation Center can be rescheduled**

GUIDELINES FOR THE USE OF THE GSFC RECREATION CENTER

I. GENERAL

- A. The GSFC Recreation Center may be reserved only by GSFC civil servants and on-site/near-site contractors and only for work related functions such as division picnics, parties and dinners. It may not be used for wedding receptions, non-GEWA sponsored club meetings, private family picnics, churches, scouts, citizen organizations, or other such functions or groups. Use by other organizations is at the discretion of the Center Director, GSFC.
- B. Use of the Recreation Center for GSFC functions will require a payment by cash or check at the time of reservation of \$75.00. Refunds will be made up to 2 weeks prior to the event, but not after. If event is rescheduled from the original Date and cancelled, no refund is permitted.
- C. In general, reservations for use of the Recreation Center will not be made for groups of less than 35 people on weekdays or 50 people on weekends. However, if not reserved 2 weeks prior to a given date, then smaller groups will be allowed. Exceptions must be approved by the GEWA Council.
- D. Comments and suggestions regarding the Recreation Center should be submitted in writing to the GEWA Council Facilities Chairman, not the Recreation Center Manager.
- E. Other limitations and/or restrictions on the use of the Recreation Center may be imposed by the GEWA Council to meet changing or temporary situations or emergencies.
- F. This form must be returned to the GEWA store no less than seven (7) days prior to the event. Forms received within 7 days are subject to Recreation Center Manager's approval.

II. FOOD AND DRINK

- A. Alcohol cannot be consumed prior to 3:30 PM without the written permission/approval of the cognizant Director of with notification to the Goddard Protective Services Division (GPSD) for safety and security purposes. It is the responsibility of the requesting organization to:
 - 1. Notify the cognizant Director of regarding the serving of alcohol; and
 - 2. Notify GPSD (for safety and security purposes).
- B. Persons using the Recreation Center may supply their own food and beverages. Beer kegs must fit existing taps. If there is any doubt concerning the compatibility of kegs and taps, call the Recreation Center Manager on extension 6-8440. All usage of the Recreation Center equipment will be under the supervision of the Recreation Center Manager.
- C. Persons using the Recreation Center may provide bar help, with the approval of the Recreation Center Manager. Minors are not allowed behind the bar.
- D. The Recreation Center Manager, or his designated alternate, will not open any merchandise or serve any food or beverage unit the responsible individual, or his designated alternate, is present and has signified his approval for such action.
- E. Refunds will be given only on whole kegs of beer, complete cases of soft drinks and other such complete units.

III. HOURS OF USE

- A. Normal opening time is 4:30 PM during the week and 12 noon on weekends.
- B. Closing times for Recreation Center activities are not later than midnight on Sunday through Thursday, or 1:00 AM for functions starting on Friday or Saturday.
- C. The bar will close no later than one-half hour prior to the closing time specified on the face of this permit.
- D. If the Recreation Center Manager has not been hired for clean up, the Recreation Center must be cleaned within one (1) hour after the bar closes. That is one-half hour after the specified closing.

IV. CLEANUP

- A. The Recreation Center Manager will clean the facility after an event for a fee \$15.00 per hundred people, or fraction thereof, in attendance.
- B. Cleaning up means:
 - 1. All tables and chairs that have been used will be wiped off, folded and put away.
 - 2. All areas that have been used will be swept.
 - 3. All trash will be emptied into trashcans.
 - 4. All kitchen utensils that have been used will be cleaned.

Note: Cleaning of the charcoal grill is the responsibility of the Recreation Center Manager.

V. MISCELLANEOUS

- A. No one will be permitted early access to the Recreation Center without specific prior approval from his Directorate Director. That approval is to be indicated by signature on the face of this permit.
- B. Athletic equipment is available to persons using the Recreation Center during a scheduled event. This equipment must be signed out and returned. In the event the equipment is not returned, the person who signed for it is liable for the full replacement cost.
- C. No fund-raisers or gaming activities will be permitted at the Recreation Center.
- D. If GSFC is closed due to inclement weather, the event will be rescheduled.